

28 MAY 1968

MEMORANDUM FOR THE RECORD

SUBJECT: Briefing on the Language School/OTR
17 May 1968 - 1510 Hours

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[REDACTED]

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[REDACTED]

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3. [REDACTED] spoke to several handouts, which are attached hereto. He noted that 63.2% of speaking claims have been tested. The Support Directorate has the lowest percentage of the Directorates in this respect, with only 47.6% of its speaking claims tested. Mr. Coffey suggested that after the next machine run is out on untested claims [REDACTED] we put some pressure on Support Offices to get their people tested.

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4. [REDACTED] noted as his primary objectives:

- a. To improve the general quality of language instruction.

Some limited progress has been made in PAI -- notably in Vietnamese training. The student gets the instruction better, faster and with much less instructor time. [REDACTED] is also seeking to improve instructor competence.

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- b. To increase the objectivity of the proficiency testing system.
- c. To improve the physical facilities of the Language School.
- d. To improve the records management function.

Administrative handling has been separated from the instruction phase, and the Office of Training Registrar is now doing much of this administrative paper work.

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5. [REDACTED] commented that the Language Development Committee should be studying the scope of the Agency Language Program, and the Language School should be responsive to this guidance and customer requirements. He also pointed out that three men are needed for each language-designated position (one

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man in the job, one man in training to replace the job holder, and one man who has just come out of the job). On this basis, the Agency is short of language- 25X1 competent personnel in all languages. [redacted] also noted the urgent need for the revised language regulation.

6. In discussing the problem of language records and their updating, Mr. Coffey suggested the possibility of utilizing some of the BALPA returnees.

7. The meeting adjourned at 1615.



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Special Assistant to the
Deputy Director for Support

Distribution:

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7 November 1967

THE LANGUAGE SCHOOL

Continuing Missions:

A. To provide full-time and part-time foreign language training pertinent to the needs of the various components of the Agency.

B. To provide language proficiency testing in support of the Agency's Language Development Program.

C. To provide technical and administrative support to the Language Development Committee in implementing the Language Development Program.

OBJECTIVES, PROGRAMS, AND TASKS, FY 1968

OBJECTIVE #1 - To improve the general quality of language instruction.

PROGRAM #1 - COURSE PREPARATION

- TASKS - (a) Complete study of individual course objectives and preparation of such objectives in forms proper to internal, student, and consumer use.
- (b) Tie daily and hourly course objectives to achievement testing to provide feedback to students, staff, and consumers concerning progress in reaching established objectives.
- (c) Recast currently used materials as indicated according to PAI principles.
- (d) Evaluate current contract efforts in PAI and launch further research into PAI for other language types.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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PROGRAM #2 - IMPROVEMENT OF INSTRUCTOR COMPETENCE

- TASKS - (a) Use course objectives and achievement testing as an instrument for evaluating instructor performance.
- (b) Provide an instructor training course which concentrates attention on techniques for achievement of specific objectives.
- (c) Provide instructor seminars on selected topics to improve general information level in faculty.
- (d) Review and make recommendations on patterns of instructor employment to provide added incentives for professional development in part-time instructors.

OBJECTIVE #2 - To increase the objectivity of the proficiency testing system and facilitate common understanding of proficiency test standards in the Agency.

PROGRAM #1 - LANGUAGE PROFICIENCY TEST DEVELOPMENT

- TASKS - (a) Review, revise, and coordinate functional descriptions of proficiency categories with users.
- (b) Refine technical criteria for determining proficiency levels in each language.
- (c) Devise techniques for use by testers in structuring test interviews according to criteria developed in (b) above.
- (d) Train testers and evaluate test results in terms of interscores and inter-language reliability.

OBJECTIVE #3 - To develop adequate support facilities to service increasing needs.

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PROGRAM #1 - IMPROVEMENT OF PHYSICAL FACILITIES

- TASKS - (a) Design classroom and office arrangements to bring about maximum efficiency in both training and testing.
- (b) Seek to acquire adequate space to carry out design in (a) above.

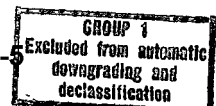
PROGRAM #2 - RECORDS MANAGEMENT

- TASKS - (a) Seek agreement with R/TR on simplified registration and reporting procedures which will improve contributions to OTR data base.
- (b) Coordinate with SIPS and with other DDS offices concerning the data needed for management of the Language Development Program, including material for judging the efficiency of the Language School.

PROGRAM #3 - ORGANIZATIONAL REVIEW

- TASKS - (a) To study the organization and staffing of the Language School and make recommendations concerning changes required to meet changing needs as the Language and Testing Programs grow.

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Next 2 Page(s) In Document Exempt

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